

Office Use Only
Pre-Application # Z2015P00174
Pre-Application Meeting date: 10/1/15 2:30p
Reviewer Name Ronald Connally

ZONING HEARINGS PLAN REVIEW CHECKLIST

Applicant(s) name(s	Melissa Wolin, Trustee Ponce de Leon Trust	
Site Location/Address	7677 Ponce de Leon Road	
Folio Number(s) #	304131-009-0100	
(yes) (no) ✓	in the current or proposed zoning district? (N/A)	
Are all required site p (yes) (no) (no)	lan, floor plan, building elevation and landscape plans submitted? (N/A) If no, what plan is missing?	
	site plan showing the proposed lot splits and dimensions. e requires a non-use variance.	
Does the site plan show a title block identifying the project name, location and preparer information, all dimensions measured to centerline of the streets, street designations, setback distances, spacing distances between buildings, typical and dimensions for parking stalls, width of all drives and driveways, north arrow, zoning legend, location of baby stroller and bicvcle racks locations, legal description? (yes) (N/A) If no, what is missing from plans?		
	ning legend for the proposed zone, lot dimensions, r-o-w ng residences are to remain, must provide setback dimensions	
Is lot area and/or front If no, are area and front	age meeting current zone? (yes) (no) (N/A) (ntage variances needed? (yes) (no) (N/A)	
4. Are setbacks within zo If not, are setback vari	ne requirements? yes)	
5. Does the site data s footage? (yes)	show the required and provided FAR and lot coverage square (no) (N/A)	
6. Does the site data inc the property? (yes)	lude the required and provided parking calculations for all uses on (no) (N/A) _✓ If no, what is missing?	

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ECC SIGNA	Does the site plan show the proposed and existing construction? (No) (N/A) ✓ If no, what is missing?
	Need a site plan. If current buildings are to remain on the site, they must be shown on the site plan.
8.	Is the safe sight distance triangle shown on plan? (yes) (no) (N/A)
9.	Does the floor plan show dimensions of each room, the use of each room and the accessibility from one room to another? (yes) (no) (N/A) ✓ If no, what is missing?
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10.	Does the floor plan and elevation plan agree as to location of windows, doors, and overhead doors? (yes) (no) (N/A) If not, what is missing?
11.	Does the elevation plan show the highest point of the building measured from grade? yes) or (no) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A) (N/A)
12.	If signage is a part of submittal, are the sign detail, dimension, height and setback for existing and proposed signage shown? (yes) (no) (N/A) _✓
13.	Are all existing and or proposed height and type of fence/wall shown? yes) (no) (N/A) ✓
14.	 (a) Does the landscape plan show the landscape legend, all required lot, street and dissimilar land use buffer trees and material type and amounts? (yes) (no) (N/A) √ If no, what is missing?
	(h) December landscape plan show required assemble the administration of course.
	(b) Does the landscape plan show required greenbelt and width of same? yes) (no) (N/A) ✓
	(c) Does the legend show the height of all trees? (yes) (no) (N/A)



15.	Is survey, tess than (1) year old submitted? (yes) or (no). If yes, are all structures shown? (yes) OPMEN(no) VICEs (N/A) ✓
16.	Is a special purpose survey required (yes) (no) (N/A)
17.	Have all resolutions and agreements been found and copied for the file? (yes) ✓ (no) (N/A)
18.	Are modifications of resolutions and/or agreements needed? (yes) (no) (N/A) ✓
19.	Is private school or charter school checklist submitted? (yes) (no) (N/A) ✓
20.	Is required copy of the charter for the charter school required? (yes) (no) (N/A) (N/A)
21.	Is required documents for wireless supported service facilities (cell towers) as referenced in Section 33-311(A)(3) and 33-311(A)(18)submitted? (yes) (no) (N/A) (V/A)
22.	If rezoning to a residential or mixed use district that permits residential uses, provide the number of proposed or allowable residential units for the subject parcel.
	Provide any additional comments not addressed above:
	Must provide a survey less than 1 year old.
	Must provide a site plan to include lot dimensions, building dimensions and
	setbacks, r-o-w dimensions, zoning legend including lot area, proposed zone,
	setbacks for existing buildings if they are to remain.
	Provide photographs of the site to include the existing structures on site.